

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Usernames & Passwords	
Policy Number: CUP 04	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

PURPOSE:

This policy outlines the procedures for the use of usernames and passwords to control unauthorized use of the network, to prevent the intentional or unintentional modification, destruction, disclosure, or misuse of data and information resources.

POLICY:

The Montana Chemical Dependency Center is responsible for authorizing access to their information resources by designating certain persons as users and authorizing such persons to access these resources in the manner necessary for performing their duties.

PROCEDURE:

I. This policy must be followed for all systems requiring a password. Application software generally does not have the ability to force a user to change their password on a regular interval. It is every user responsibility to follow the requirements of this policy for any password.

II. Usernames - A user must be identified to the network with a unique ACF2 username assigned by the Department of Administration. Exceptions must be approved by the agency security officer and documented. Each username must have a password associated with it. A username is to be suspended when the individual user no longer needs access to a computer system or terminates employment with the agency. The Information Systems Technician for the computer system involved must be notified by Montana Chemical Dependency Center management to suspend the username. Usernames will be suspended if unused for over 90 days. Usernames may not be shared.

III. Passwords - Passwords will be at least six characters long and contain at least one numeric and one alphabetic character. Initial passwords assigned to new usernames must be changed the first time they are used. Passwords will be changed at least every 60 Days.

IV. Passwords will not be reused for at least four cycles. Passwords will not be written down where they can be found by unauthorized personnel and should not be shared with other individuals.

V. Access Rights - If a user changes work positions at Montana Chemical Dependency Center, their access rights must be reviewed and changed to match the new job position. Montana Chemical Dependency Center may restrict or extend computing privileges and access to their information resources

(except in cases of specific federal or state statute.) Access to network resources (programs, data, printers, etc.) is determined by the rights or privilege assigned to each username. Montana Chemical Dependency Center may allow individuals, other than Montana Chemical Dependency Center employees and contractors, access to information for which they are responsible, so long as such access does not violate any license or contractual agreement; state policy or any federal, state, county or local law or ordinance.

VI. It is recommended that every time a user is prompted to change their network password, that they change all of their application passwords, and other passwords at the same time. Passwords should not be obvious or easily guessed (username, address, birth date, child name, spouses name, etc.) It is recommended that the same password be used in all places requiring a password (the state data network, e-mail, SABHRS, etc.) This assists users because there is only one password to remember at a time.

Revisions: _____

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